

# Memorandum

TO : ~~A~~ Director of Training  
THRU : Chief, Operations School  
FROM : Chief, Headquarters Training

DATE: 21 November 1962

SUBJECT: Weekly Activities Report No. 41 - 15-21 November 1962

## A. SIGNIFICANT ITEMS

Nothing to report.

## B. OPERATIONS FACULTY

### 1. Information Reporting, Reports, and Requirements (IRRR)

25X1A9a [REDACTED] of OTR is continuing tutorial instruction in IRRR.

### 2. Counterintelligence Familiarization (CI/FAM)

Course No. 34 is in its second and final week and progressing satisfactorily.

### 3. [REDACTED]

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As of this date six persons are enrolled for Course No. 58 to begin 26 November. The schedule is in preparation and will be published 21 November.

### 4. Records Officers Course (ROC)

As of this date thirty-two persons are enrolled for course No. 16 to begin 26 November.

## C. OPERATIONS SUPPORT FACULTY

### 1. Operations Support Course No. 53

Phase 2 of Course No. 53 with an enrollment of eleven students began on 19 November.

### 2. Administrative Procedures Course

The schedule for course No. 104, to begin 3 December, has been distributed.

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3. Budget and Finance Course

The schedule for course No. 39, to begin 3 December, has been distributed.

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4. M [REDACTED] gave a briefing on finance to an outgoing Chief of Station of the Africa Division on 15 November. Mrs. [REDACTED] 25X1A9a briefed the same individual on some of the points that had been raised [REDACTED] in a seminar 25X1A on 26 October.

D. ADMINISTRATION

Preparations have been made for vacating four offices now occupied by members of the Operations Faculty in order to provide space for members of the Operations Support Faculty who will move into our space on 30 November.

[REDACTED]

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